

REMEDIATION

4011

(No. 28 August 2012)

If an employee required by this section fails to achieve a minimum passing score, the employee will be given a remediation plan as soon after the documented failure as possible, but no later than 24 hours after the failure. A re-test will be administered within 1 week of the failure.

The remediation plan shall indicate:

- areas of substandard knowledge or performance; suggested materials to read, review and/or practice to gain the necessary knowledge or skill;
- date, time, and location to retake the basic fire protection knowledge assessment
- certification examination and/or basic fire protection skill not to exceed 1 week from the date of the first test.

If the employee fails the basic fire protection knowledge or skills assessment on the second attempt, the employee will be given an additional remediation plan no later than 24 hours after the failure, as set forth above and will again be retested within 1 week.

If the employee fails the basic fire protection knowledge or skills assessment on the third attempt the supervisor should consider the possible causes and develop an appropriate course of action.

Examination results and any subsequent remediation plans shall be documented and retained in the employee's official training file.

NOTED DRIVING DEFICIENCIES

4011.1

(No. 9 July 2014)

If an employee meets the requirements of Section 4030, but the CAL FIRE Academy staff believes that additional training, experience or testing are necessary prior to driving Code 3 or without supervision, the deficiency and a recommended course of action will be noted in the student summary.

The summary will be forwarded promptly to the employee's region. The unit manager will be responsible for assuring that the deficiency is corrected. The unit manager and the rater should return a signed copy of the student summary indicating correction of the deficiency to the Academy for inclusion in the class book. This same requirement will apply to students completing the Heavy Fire Equipment Operator course.

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[\(see Forms and Form Samples\)](#)

